

**Westbrook Housing
Requests for Proposals
Project Based Vouchers
For
Senior Housing New Construction/Substantial Rehabilitation
Issued 24 May 2018**

Part I.

Preamble:

The Westbrook Housing Authority (WHA) is interested in facilitating the development of newly constructed or substantial rehabilitation of dwelling units to serve the needs of elderly citizens in Westbrook, Maine. To further this cause, the Board of Commissioners has authorized the use of sixty one (61) Section 8 Housing Choice Vouchers to be awarded as project based vouchers (PBV) to the successful developer that scores the highest number of points based on the selection criteria listed herein. Prior to the award of the contract for up to 61 PBV, the WHA shall determine that the proposal complies with the U.S. Department of Housing & Urban Development's (HUD) program regulations and requirements of 24 CFR Part 983, Project based Voucher Program including that the units are eligible housing and complies with the cap on the number of PBV units per building. **The Federal regulations governing Project Based Vouchers, 24 CFR Part 983 are incorporated herein by reference. A copy of these regulations may be obtained at the U.S. Government Publishing Office website, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr983_main_02.tpl .**

Due Date: Proposals are due at the Offices of the Westbrook Housing Authority, 30 Liza Harmon Drive, Westbrook, ME 04092, no later than 8:00 A.M on June 29, 2018.

(Reference Part IX)

Part II.

Need:

The WHA has determined that a need exists in the City of Westbrook, Maine for affordable housing for elderly. Local, state and national trends indicate this is a growing population, many of whom exist on a fixed income. These needs have been confirmed by various market studies and a report issued by the Westbrook Housing Authority, Maine Affordable Housing Coalition, Greater Portland Council of Governments Sustain Southern Maine initiative and the Department of Housing and Urban Development. Various reports and sources also indicate that many elderly are living longer and developing needs for assistance with activities of daily living. Therefore, this RFP seeks to meet this growing demand by developing new units for seniors to be located in the City of Westbrook, ME.

Part III.

Submission Requirements, Selection Criteria, and Scoring:

A. Project Summary: Provide a summary, (one page or less), describing the project. The summary must include the population group or groups to be served, where they are to be served, the total number of units in the project, the number of units to be assisted with PBV, and a brief description of the projection completion schedule and development costs. Address the following points in the summary:

- (i) Site;
- (ii) Location of contract units on site;
- (iii) Number of contract units by area (size) and number of bedrooms and bathrooms;
- (iv) Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner;
- (v) Utilities available to the contract units, including a specification of utility services to be paid by owner (without charges in addition to rent) and utility services to be paid by the tenant;
- (vi) Indication of whether or not the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205 and the accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794) and implementing regulations at 24 CFR 8.22 and 8.23 apply to units under the Agreement. If these requirements are applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement, as specified in paragraph (c)(i)(viii) of this section.
- (vii) Estimated initial rents to owner for the contract units;
- (viii) Description of the work to be performed under the Agreement. If the Agreement is for rehabilitation of units, the work description must include the rehabilitation work write up and, where determined necessary by the WHA, specifications, and plans. If the Agreement is for new construction, the work description must include preliminary drawings and sketches or final working drawing.

B. All proposals submitted under this program shall be evaluated using the following criteria:

- i. Number of new units created/rehabilitated as affordable housing serving persons at or below 50% AMI and 60% AMI: **20 points**;
 - a. Identify the total number of units and the number of units reserved for households at or below 50% AMI and the amount of units reserved for households at or below 60% AMI.
- ii. Feasibility score based on marketability (**5 points**) and likelihood of financing (**15points**): **20 points**;

- a. Provide evidence of feasibility and funding commitments including pro forma with sources and uses, funding commitment or syndication letters.
 - b. If LIHTC funds involved, provide itemization of pre-score calculation.

- iii. Plan to provide supportive services to program participants: **5 points;**
 - a. Identify and provide supporting letters for supportive services.

- iv. Previous experience of participants in development, marketing, and management: **15 points;**
 - a. Provide a general description of our organization and its mission with a description of your capacity to develop the project for the target population group.
 - b. Describe your capacity to manage the property or identify your management agent with a brief summary of their qualifications with a letter of commitment from your management agent.

- v. Design, Site and neighborhood quality, and accessibility (Per Rent Reasonableness Location Criteria): **15 points;**
 - a. Identify property location and verify that census tract has poverty rate below 20%
 - b. Identify neighborhood characteristics for amenities and accessibility to public transportation, recreation, shopping, medical, government offices, pedestrian access and walkability,
 - c. Identify unit composition, size-square footage, bedrooms and bathrooms of each unit, section 504 and ADA units and accessibility, common area amenities, energy efficiency.
 - d. Provide sketches of proposed buildings for new construction/substantial rehabilitation.

- vi. Readiness: **20 points;**
 - a. Describe your organization's readiness to complete the project. Describe the pre-development work completed that would lead to a quick funding commitment, commencement of construction and timely completion of construction. Identify Site control and document. If a LIHTC project, identify application submission date.

- vii. Community Support; **5 points**
 - a. Projects for which there is a clear demonstration of community support will receive more points for which there is not. Describe how the local community has responded to this proposed project, and how it has demonstrated support (or opposition). Included TIF, PILOT, and gifted property. Provide letters or other documentation.

- viii. Need for temporary relocation - **Negative 10 points per relocation**

Part IV.

Program Requirements:

In the Agreement the owner agrees to develop the contract units to comply with the HQS, and the WHA agrees that, upon timely completion of such development in accordance with the terms of the Agreement, the WHA will enter into a HAP contract with the owner for the contract units. The award of an AHAP and HAP agreement is contingent upon federal funding and this RFP may be terminated and any subsequent AHAP revoked due to funding. Description of housing: At a minimum, the Agreement must describe the following features of the housing to be developed (newly constructed or rehabilitated) and assisted under the PBV program:

Provide a Summary with your application to Part III (Submission Requirements, Selection Criteria, and Scoring) with answers and details for the following list:

- (i) Site;
 - (ii) Location of contract units on site;
 - (iii) Number of contract units by area (size) and number of bedrooms and bathrooms;
 - (iv) Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner;
 - (v) Utilities available to the contract units, including a specification of utility services to be paid by owner (without charges in addition to rent) and utility services to be paid by the tenant;
 - (vi) Indication of whether or not the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205 and the accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR 8.22 and 8.23 apply to units under the Agreement. If these requirements are applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement, as specified in paragraph (c)(i)(viii) of this section.
 - (vii) Estimated initial rents to owner for the contract units;
 - (viii) Description of the work to be performed under the Agreement. If the Agreement is for rehabilitation of units, the work description must include the rehabilitation work write up and, where determined necessary by the WHA, specifications, and plans. If the Agreement is for new construction, the work description must include the working drawings and specifications.
- (2) At a minimum, the housing must comply with the HQS, ADA and Section 504 accessibility. The WHA may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS, and any such additional requirement must be specified in the Agreement.

Part V.

Program Prohibitions:

The WHA will not attach or pay PBV assistance for units in the following types of housing:

A. (i) Shared housing; (ii) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution; (iii) Nursing homes or facilities provide continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, the WHA may attach PBV assistance for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing; (iv) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution; (v) Manufactured homes; (vi) Cooperative housing; and (vii) Transitional Housing.

B. High-rise elevator project for families with children. The WHA may not attach or pay PBV assistance to a high-rise elevator project that may be occupied by families with children unless the WHA initially determines there is no practical alternative, and HUD approves such finding. The WHA may make this initial determination for its project-based voucher program, in whole or in part, and need not review each project on a case-by-case basis, and HUD may approve on the same basis.

C. Prohibition against assistance for owner-occupied unit. The WHA may not attach or pay PBV assistance for a unit occupied by an owner of the housing.

D. Prohibition against selecting unit occupied by an ineligible family. Before a WHA selects a specific unit to which assistance is to be attached, the WHA must determine whether the unit is occupied and, if occupied, whether the unit's occupants are eligible for assistance. The WHA must not select or enter into an Agreement or HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

E. The WHA will not attach or pay PBV assistance to units in any of the types of subsidized housing as stated in 983.54; 983.55 and 983.56 of the final rule.

Part VI.

Conformity to HUD Final Rule:

This request for proposal is meant to conform in all aspects with 24 CFR 983; Project Based Voucher issued October 13, 2005 and as amended. Any inconsistencies with this RFP and the final rule are unintentional and the Final rule shall govern in any such conflicts. A copy of the final rule can be obtained at the U.S. Government Publishing Office website, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr983_main_02.tpl .

PART VII.

Selection and Notification:

The WHA shall select the developer/landlord in accordance with the criteria and scoring stated in PART III of the RFP. Notification of award and or rejection of proposals shall be in writing. Each proposal shall contain a point of contact with valid mailing address, telephone number, and email address to ensure proper communication. Questions may be directed to Operations Director, 207-854-6827, jhgordon@westbrookhousing.org , or Christopher LaRoche, 207-854-6805, claroche@westbrookhousing.org , Westbrook Housing Authority, 30 Liza Harmon Drive, Westbrook, ME 04092.

PART VIII.

Attachments:

The following attachments **must** be enclosed with your application, or the application will be returned as ineligible:

- **Conflict of Interest Statement.** This statement must:
 - describe the identity of the owner of the proposed project and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest;
 - certify that the above-mentioned parties are not on the U. S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs; and
 - A disclosure of any possible conflict of interest by any of these parties with respect to Westbrook Housing Authority or U. S. Department of Housing and Urban Development (HUD) programs.
- **Subsidy Layering Review.** The owner must disclose any governmental housing assistance they have received or will receive from federal, state or local agencies, including assistance such as tax concessions or tax credits that will be used for the proposed project-based units for acquisition, development or operation. The WHA will use this information to complete the subsidy layering review, which must be approved by HUD prior to entering into an agreement with the owner to prevent excessive public assistance for the housing.

PART IX.

Submission Process:

Mail or Email a Complete Response to PBV-RFP, Westbrook Housing, 30 Liza Harmon Drive, Westbrook, ME 04092, jhgordon@westbrookhousing.org. All Submissions must be received, postmarked, or email time stamped by 8:00 A.M., Friday, 29 June 2018. Fax submissions will not be accepted.